

Swanbourne Primary Parents and Citizen Group

Meeting 3 2021 - Minutes of Meeting

Wednesday 5th May 2021, 7.00pm
Webex Online

Attendees	Apologies
Lauren Pavlich – President	Lorna Carter
Melissa Dove - Vice President	Emma Coyle
Gavin Hartley - Treasurer	Grace Jones
Belle Lyons – Secretary	Anna McGlew
David Knox – Principal	Steve O’Hara
Bec Robson – Vice Principal	
Peta Bennett	
Sophy Foreman	
Joy Gilmour	
Lee Nugawela	
Melissa Styles	
Matilda Toft	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced 7:28pm. ▪ Quorum formed. 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 14.03.2020 be taken as read and confirmed; seconded by Lee Nugawela; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <ul style="list-style-type: none"> ▪ Actions items from previous Minutes: <ol style="list-style-type: none"> 1. Belle Lyons to cancel paper statements for all bank accounts. <ul style="list-style-type: none"> ▪ Unable to complete due to lack of full access to bank accounts – President or Treasurer needs to do this. ▪ Action: Gavin Hartley to find out how to cancel paper statements. 2. Daniel Lee to investigate options for the canteen and consider changing suppliers. <ul style="list-style-type: none"> ▪ Action: Daniel Lee to investigate options for the canteen and consider changing suppliers. 3. Georgie Cunningham to contact teachers and finalise a date for the Year 6 event. <ul style="list-style-type: none"> ▪ Action: Lauren Pavlich to email Georgie Cunningham and determine if there is a need to contact teachers and finalise a date for the Year 6 event. 4. Belle Lyons to organise updating school website to list Rebecca King as Defence Force Representative. <ul style="list-style-type: none"> ▪ Completed. 5. Lauren Pavlich to investigate presenting funds to a council representative. <ul style="list-style-type: none"> ▪ Completed. ▪ Lauren has contacted Basil Zempilas and this is in the pipeline. 6. Matt Dowd to organise Connect notification on behalf of the Board re expressions of interest to join the working party for Board Master Plan Committee. <ul style="list-style-type: none"> ▪ Not completed. Matt Dowd not present. ▪ Action: Matt Dowd to organise Connect notification on behalf of the Board re expressions of interest to join the working party for Board Master Plan Committee. 	Lauren Pavlich

7. Bec Robson to look into the Education Department replacing the grass outside the Year 1 area.
 - Completed.
 - Bec Robson has completed the template and is waiting on feedback from Matt Dowd.

8. Matilda Toft to identify list of priorities for busy bee in Year 1/Kindy area.
 - Completed.
 - Busy Bee is to be held on the 21st of May.
 - **Action: Lauren Pavlich to organise Connect notice and message to class reps via WhatsApp re. busy bee to be held on the 21st of May.**

9. Lauren Pavlich to organise message to class reps (including Google Docs spreadsheet) to distribute to all parents via WhatsApp regarding Year 1/Kindy area busy bee.
 - Completed.

10. Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re: P&C voluntary contributions.
 - Not completed.
 - **Action: Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re: P&C voluntary contributions.**

11. Lauren Pavlich and Mel Dove to look into running a cyber safety information evening.
 - Completed.
 - Have investigated several different organisations and aim to hold an event in Term 3 or 4.
 - We will consider setting this up as a fundraising event.
 - ***Moved by Lauren Pavlich that the Executive Committee will agree to the cost of the guest speaker via Executive approval when required; seconded by Gavin Hartley; members supported.***

12. Lauren Pavlich to create Class Reps WhatsApp group.
 - Completed.

13. Gavin Hartley to summarise the process of outgoing payments for the P&C.
 - Completed.
 - **Action: Belle Lyons to send Gavin Hartley contact details for Executive Committee members.**

14. Lauren Pavlich to discuss with Zoe Moss the sale of sweatbands/caps etc. for the Athletics Carnival and Cross Country.
 - Completed.

4	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ The Bark Bequest - information pamphlet ▪ P&C Uniforms - pamphlet ▪ Story Dogs - fundraising information ▪ Scitech - offer to host fundraising events plus information booklet ▪ WACCSO - 2021 Handbook ▪ WACCSO - P&C Voice Term 1 2021 	Belle Lyons
5	<p>President's Report</p> <ul style="list-style-type: none"> ▪ Great start to term 2 and no real issues to report or discuss ▪ Other information presented in Fundraising section. 	Lauren Pavlich
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ Term 2 <ul style="list-style-type: none"> ○ We're off to a really positive start to the term and it's great to see all of our students so positive and engaged in their learning experiences. ▪ Fundraising <ul style="list-style-type: none"> ○ On Friday 30 April 2021 our Student Leadership Group (SLG) held a fundraiser for the Perth Children's Hospital (PCH) via sponsoring a division (The Swanbourne Strivers) in the PCH Tennis Classic 2021 at the Cottesloe Tennis Club. Our children dressed up in sporting attire and had whole school singing and dancing in the school hall, led and conducted by our SLG at recess for the ECE and lunch time for the rest of the school. We raised \$468.20 which is on top of the 347.00 they raised for the Telethon Kids Institute in Term 1. The leadership shown by this group is excellent and I'm really impressed with how the group is shaping up as leaders. The group are also doing an exceptional job as Peace Rangers and various other duties that they perform around the school. We're fortunate to have students of this calibre to support us in the smooth running of the school. ▪ Before School <ul style="list-style-type: none"> ○ Between Running Club, Oval Games, Homework Club, Hockey, Art Club, Choir and Band, the times from 8.00am and 8.35am really are productive at Swanbourne and a great way to start the day. While most schools do not allow students on site until bell time, we really value these times with our students in the knowledge that the extra few hours in a week are well worth it for the overall holistic development of each student. Parents and caregivers are more than welcome to attend these sessions, and it's great to see so many participating. ▪ COVID-19 <ul style="list-style-type: none"> ○ We are now back in Phase 4 Restrictions with facemasks mandated for all on site except for students and children. Assemblies can now go ahead provided we're all wearing face masks and social distancing, which we do. 	David Knox

Uniform Shop

- **General**
 - Tudor will pay 70% buyback for items we hold from other suppliers and 100% for their items.
 - Swim caps.
 - We have 120 swim caps and can either write them off or the P&C can buy them.
 - Library bags.
 - The P&C donate library bags annually for the new Kindy cohort.
 - Once we transition to outsourcing, they will go from the current price of \$5.50 up to \$8.00. We could order more direct from the wholesaler before 1st July.
- **Second-hand uniform coordinator role**
 - Responsibilities include:
 - Collecting, sorting, cleaning, repairing uniforms; and disposing of unsuitable second-hand donations.
 - Forwarding unwanted items to Worn Up Representative.
 - Maintaining supply to office for spares for “accidents” for younger classes.
 - Handling queries and issuing second-hand items as requested by community.
 - Managing gold coin donations to Manna Inc.
 - Running second-hand sales.
- **Uniform liaison role**
 - Responsibilities include:
 - Managing emails.
 - Managing information to be sent out to the community e.g., new prices, deadlines, reminders for ordering swim caps for swim carnival etc.
 - Issuing out weekly orders to classrooms.
 - Liaising with Tudor, the school, and the P&C.
 - Organising Back to School fitting day.
 - Maintaining fitting kit for try ons.
 - Signing off on colour dips (approving collar tones with polo material).
 - Maintaining uniform information on the website in conjunction with Lori.
 - Cleaning out uniform stock room.
- **Moved by Lauren Pavlich that we purchase 120 swimming caps at market price with a view to sell them in 2022; seconded by Sophy Foreman; members supported.**
- **Moved by Lauren Pavlich that we purchase 70 blue library bags at \$5.50 before June 30th which will be written off as a donation; seconded by Sophy Forman; members supported.**
- **Action: Bec Robson to liaise with Anna McGlew and consider holding a second-hand uniform sale.**
- **Action: Lauren Pavlich so send out WhatsApp notice to class reps re second-hand uniform sale.**
- **Action: All members to investigate possibilities to fill the roles of second-hand uniform coordinator and uniform liaison coordinator.**
- **Action: Belle Lyons to find out price of swimming caps and let Lauren Pavlich know.**

Anna McGlew (via email)

Lauren Pavlich

9	Funding requests <ul style="list-style-type: none">No funding requests.	Lauren Pavlich
10	Other Business <ul style="list-style-type: none">No other business.	Lauren Pavlich
10	Closure <ul style="list-style-type: none">Meeting closed at 9:09pm.Next meeting Wednesday 9th June 2021	Lauren Pavlich

SWANBOURNE PRIMARY SCHOOL			
PARENTS & CITIZENS ASSOCIATION INCORPORATED			
SUMMARY OF CASH ON HAND			
27TH APRIL, 2021			
(NOTE - PREPARED ON A 'CASH' BASIS)			
General	A/c 253561		35,078.98
Interest	A/c 368860		12,876.02
Canteen	A/c 451808		8,939.98
Uniforms	A/c 451795		35,557.75
TOTAL FUNDS AT 27TH APRIL, 2021			\$92,452.73
COMMITMENTS AT 27TH APRIL, 2021			
	Estimate	Paid	Balance
Tudor invoice #19032 due Monday 3rd, May	3,833.75		3,833.75
TryBooking Hot Cross Buns/Banked \$1,747.90	1,700.00		1,700.00
Swimming lanes	400.00	683.10	
Environment - Vegie patch	739.00		739.00
Special circumstances	500.00		500.00
Budget contribution	2,638.00		2,638.00
Welcome night	1,500.00	?????	1,500.00
Covid 19 fund	2,000.00	?????	2,000.00
Year 6 boat cruise	1,000.00		1,000.00
Shade sail	5,000.00	4,734.40	
TOTAL ESTIMATED COMMITMENTS			\$13,910.75

SPS P&C
 Canteen a/c 451808
 27th April, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPENING BALANCE	13,917.92	10,306.11	9,507.08	12,091.39									13,917.92
Receipts		2,000.97	5,389.26	1,176.40									8,566.63
Payments	3,611.81	2,800.00	2,804.95	4,327.81									13,544.57
CLOSING BALANCE	\$10,306.11	\$9,507.08	\$12,091.39	\$8,939.98									\$8,939.98

SPS P&C
 Uniform A/c 451795
 27TH APRIL, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPENING BALANCE	16,439.64	16,439.64	31,374.39	37,173.16									16,439.64
RECEIPTS		15,036.75	9,118.46	447.09									24,602.30
Payments													
Deft Insrc Inv 117759		102.00											102.00
Permaplea0144880/2			1,551.44										1,551.44
Quality Ap Tudor			1,768.25	2,062.50									3,830.75
TOTAL PAYMENTS		102.00	3,319.69	2,062.50									5,484.19
CLOSING BALANCE	\$16,439.64	\$31,374.39	\$37,173.16	\$35,557.75									\$35,557.75